

CITY OF LYNCHBURG
FIFTH STREET CORRIDOR
FAÇADE IMPROVEMENT PROGRAM
POLICIES

Below are the approved regulations/qualifications for distribution of the façade improvement program funds. Fund will be distributed to eligible property owners on a reimbursement basis as follows:

1. Eligible property owners are those who own real property fronting on the Fifth Street Corridor between Church Street and the Martin Luther King Jr. Memorial Bridge and who have received a reservation of funds from the Department of Community Planning and Development.
2. All façade improvements shall comply with the Commercial Historic District Design Guidelines. Properties that are historic landmarks must receive approval from the Historic Preservation Commission. The staff of the Department of Community Planning and Development will assist owners in completing these required processes.
3. Façade improvement funds will be issued to eligible property owners on a reimbursement basis up to fifty percent (50%) of the total cost of improvements, to a maximum of \$5,000 reimbursement. If the owner of the property performs the labor associated with the façade improvements, the owner will qualify for 100% of the material cost up to a maximum of \$5,000 reimbursement. Facades include roofs that are visible from street level.
4. The maximum grant amount of \$5,000 applies to each building regardless of the number of entrances or mailing addresses. In the case where multiple buildings are connected, the City may rely on the Assessor's Office records, original building blueprints, or other credible data to determine the number of buildings (or lots) eligible for grants.
5. Reservation for funds will be issued on a first-come, first served basis. However, priority will be given to applications in the following order:
 - First Priority – Projects that involve the utilization of an existing vacant structure which will result in its full occupancy and in a permanent business operation.
 - Second Priority – Projects that will fully utilize currently partially vacant structures.
 - Third Priority – Projects that will provide for the physical expansion of an existing permanent business operation.
6. Physical work on the project must begin within ninety (90) days of the reservation, and shall be completed within six (6) months of the start of the work. Failure to begin within ninety days or finish within six months will result in the loss of the reservation of funds. However, for extenuating circumstances, extensions beyond the ninety-day and six-month period may be granted by the Department of Community Planning and Development.
7. Property Owners must be able to show that The Davis-Bacon Act (DBA), The Contract Work Hours and Standards Act (CWHSSA), The Copeland Act (Anit-Kickback Act) and the Fair Labor Standards Act (FLSA) has been complied with for the portion of the project that has been funded by Community Development Block Grant (CDBG) funds. The staff of Community Planning & Development will assist property owners in insuring that these requirements are met.
8. Additional low interest loans may be available to qualifying property owners by the Lynchburg Neighborhood Development Foundation (LNDF). Qualifications and requirements of low interest loans are determined by LNDF and are separate from the Fifth Street Corridor Façade Improvement Program. Contact Laura Dupuy, (434) 846-6964.

I agree to abide by the policies listed above. I hereby request a reservation of funds effective on the following date:

Date: _____ Signature: _____

Mailing Address: _____

Daytime Telephone: _____

Property Address: _____

Total estimated construction cost: _____

Façade Improvements Estimated Cost: _____

Description of improvements: *(Please attach renderings, photographs, paint samples or other information as necessary to aid in the processing of your request)*

Please return the original, completed form to:

Tom Martin, AICP, City Planner
Department of Community Planning and Development
900 Church Street
Lynchburg, VA 24505